

**LEASING PROPOSAL REQUEST**

<b>Agency, Office Name</b>	Department of Children's Services (DCS) Department of Human Services (DHS)
<b>Principal Use Office/Warehouse/Other</b>	Office
<b>Employee Headcount at Premises</b>	DCS – 56 staff / DHS – 35 staff
<b>Transaction Number</b>	DCS – TR# 17-06-952 DHS – TR# 17-06-953

	<b>Desired</b>	<b>Alternates Accepted</b>
<b>Service Area and Boundary Requirements</b>	Within Gallatin city limits, Sumner County, TN. Near government agencies, schools, courts, and public transportation lines, if available. Must be more than 1,000 feet from Correction or Parole offices where offenders might be close to children.  Agencies reserve the right to some subjectivity in evaluating locations based on ease of access to community partners.	<b>NO</b>
<b>Parking Requirements</b>	<u>Minimum Vehicle Spaces Requested:</u> <b>Overall 147 spaces</b>  Free, paved, well lighted, striped parking. The parking provided shall include handicap parking to meet the relevant code requirements and special considerations below.  DCS <u>53</u> Employee/fleet (gated)* <u>34</u> Client = Total required <u>87</u> DHS <u>30</u> Employee <u>30</u> Client = Total required <u>60</u>  <b>*DCS PARKING – Preferred Special considerations:</b> <ul style="list-style-type: none"> <li>Employee parking area should be safe, secure with direct access to the building. It is preferred that the entirety of staff parking to be gated or fenced, well lit, and access secured by card, fob, code, or otherwise.</li> <li>6' minimum height, chain link fence w/ visual screening material. Electronic gate entry, landlord to provide electronic wiring and power for tenant provided card reader system (A State security vendor will provide and install card reader via State contract w DGS).</li> </ul>	YES

<b>Usable &amp; Rentable Contiguous Square Footage</b>	<p>DCS: 9,800 – 10,800 USF* 10,800 – 11,800 RSF</p> <p>DHS: 6,400 – 7,100 USF* 7,100 – 7,800 RSF</p> <p>COMBINED: 16,200 – 17,900 USF * 17,900 – 19,600 RSF</p> <p>*Usable square footage does not include restrooms, mechanical rooms, janitorial closets, telecom closets or vestibules.</p> <p>Proposals with square footages having a 10% deviation (up) will not be considered an alternate. The State intends “contiguous” to mean space that is adjacent including floors below or above. The actual square footage will be determined by programming and space planning.</p>	YES
<b>Special Buildout and Other Specifications</b>	<p>Landlord shall accommodate the programmatic needs of the agency as defined below for delivery of a turnkey buildout in accordance with the State of Tennessee State Standard Lease which can be downloaded at <a href="http://www.tnopr.gov">www.tnopr.gov</a> / Standard Forms / Lease Template and in conjunction with Schedule 1, Schedules 2, Schedule 3, herein attached.</p> <p><b>Schedule 1</b> – Exhibit D Special Buildout and Other Specifications (general) and DCS &amp; DHS Space Needs Analysis</p> <p><b>Schedule 2:</b> DCS &amp; DHS Concept Plans &amp; Summary Sheet &amp; Transaction Window</p> <p><b>Schedule 3:</b> DCS &amp; DHS Lease Exhibit D General Specifications and Interior Specifications</p>	YES
<b>Term Length</b>	Seven (7) year term with one (1) three-year renewal option	YES
<b>Commencement Date</b>	Within one (1) year of executed lease. Estimated occupancy date on or before September 30, 2020, pursuant to Pro Forma Lease, Sections 19 and 20.	YES
<b>Termination Options</b>	<p>As set forth in Pro Forma Lease. A copy of the Pro Forma Lease form can be found by visiting: <a href="http://www.tnopr.gov">www.tnopr.gov</a></p> <p><b>Any Comments to the Lease Template is required with submission of the Lease Proposal Quotation Form.</b></p>	YES
<b>Terms and Conditions</b>	As set forth in Pro Forma Lease. A copy of the Pro Forma lease form can be found by visiting <a href="http://www.tnopr.gov">www.tnopr.gov</a> .	YES

<b>Utility, Services and Other Costs</b>	The States preference is for FULL SERVICE, However, Proposals can be quoted as either FULL SERVICE with no pass throughs or MODIFIED GROSS basis with Tenant responsible for payment of utilities and janitorial only.  For consideration of Modified Gross basis utilities must be separately metered.	YES
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Interested parties must direct all communications regarding this procurement to Brannon Butler, Leasing Coordinator, who is the State's official point of contact. Email is the preferred form of communication.

Name: Brannon Butler, Leasing Coordinator

Phone Number: (615) 354-3448

Email: [rfp.coordinator@tn.gov](mailto:rfp.coordinator@tn.gov)

#### **Submittal Deadline and Format:**

**The completed "Lease Proposal Form" aka "Lease Proposal Quotation Form" must be submitted as follows no later than 4:00 pm (CST) on Tuesday, April 23 , 2019.**

Submittals must be received via either:

(1) Email: [RFP.Coordinator@tn.gov](mailto:RFP.Coordinator@tn.gov)

*(It is recommended that any email submission be sent "returned receipt requested" and confirm email is received)*

Or

(2) Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith Herren, Procurement Officer

William R. Snodgrass Tennessee Tower 3<sup>rd</sup> Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: (615)428-9840 or (615)532-7475

#### **Method of Evaluation:**

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal evaluation method, by using the following link:

[www.tnpr.gov](http://www.tnpr.gov)

#### **Disclaimer of Subjectivity:**

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

## **SCHEDULE 1**

### **SPECIAL BUILDOUT AND OTHER SPECIFICATIONS**

#### **PROJECT SPECIFIC REQUIREMENTS (general)**

Landlord agrees to perform the tenant improvements to the Leased Premises as specified below. In addition, Landlord will coordinate with Tenant so that they are accomplished with minimal impact on Tenant's ongoing operations in the Leased Premises. Throughout the Lease Term, if flooring is replaced after furniture is set in-place, the Landlord's vendor must supply necessary means to lift of (system) furniture and fixtures as required by programmatic needs and at State direction.

Upon any move in or move out of space or furniture reinstall, Landlord is required to provide licensed electrician for electrical needs (ie junction boxes, power poles for furniture, security, or dedicated circuits as programmatic needs may require), and may invoice State separately by providing cost invoice.

Building must include 24 hour access, appropriate HVAC, and other applicable building mechanics as appropriate for business operation.

#### **Space Needs Analysis ("SNA")**

NOTE: Rooms such as staff restrooms, breakroom, telecom, janitorial and mechanical rooms may be shared with the two agencies.

# Department of Children's Services SNA

**Space Needs Analysis Report**  
**SNA Number: 35910-83-01**  
**Agency: Children's Services**  
**County: SUMNER City: Gallatin**  
**Employees: 56**  
**SNA Date: 07-27-2018**

**Prepared By: FMG**  
**Checked By:**

**Area Needed: 6,784**  
**Major Circulation: 50% 3,392**  
**Total Net Usable Needed: 10,176**

**SNA Note:** AWS project. Report completed with information supplied and approved by Claire.

Space Type	Standard	Description	Wall	Area	Count	Memo
P	73121	Administrative Assistant	0	49	1	
P	00000	Adoption Services	None	0	1	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	79443	Attorney	None	0	1	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	00000	Case Manager	None	0	44	Case Manager 1, 2, 3 and 4 positions. Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	00000	Clerk	0	49	1	
P	00000	Facilitators Team	None	0	1	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	00000	Foster Home Support	None	0	2	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	00000	Placement Specialist	None	0	1	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	00000	Program Coordinator	None	0	1	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	02942	Receptionist	0	49	1	
P	00000	Secretary	0	49	1	
P	79187	Team Coordinator	0	49	1	
S	BR	Break Room	H	270	1	With base and wall cabinets with counter top and sink.
S	CSR	Childrens Storage Room	H	180	1	
S	COA	Collaborative Open Area	0	100	1	
S	CR	Conference Room	H	625	1	Seating for 40.
S	DTR	Drug Testing Room	H	100	1	With watercloset countertop and sink.
S	E	Enclave	H	120	2	
S	ESR	Equipment/Supply Room	H	120	1	

Printed On 7/27/2018

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## SNA Dept. of Children's Services continued

SNA Number: 35910-83-01

Space Type	Standard Description	Wall	Area	Count	Memo
S	FM Fax Machine	0	5	1	
S	FAH Free Address Hoteling	0	49	3	Glass Cubes.
S	FAH Free Address Hoteling	0	25	8	
S	FAH Free Address Hoteling	0	30	18	4 - are quiet free address
S	FAO Free Address Office	H	120	1	
S	HFS Hardwall File Storage	H	900	1	
S	MA Mail Area	0	80	1	
S	MFCA Multi-Function Copy Area	0	50	2	
S	MR Multi-purpose Room	H	120	2	
S	PSB Paper Shredder Bin	0	6	2	
S	PL Personal Lockers	0	180	1	Space for 10 - Locker Units. Each unit will contain 6 individual lockers. Centrally located where needed. For use by free address staff.
S	RB Recycle Bin	0	6	2	
S	SCR Small Conference Room	H	325	2	Seating for 20.
S	SS Supplemental Space	0	368	1	Open space for 46 - Lateral Files located in wide hallways used by free address staff.
S	TC Telecom. Closet	H	80	1	For telephone and computer equipment. Rooms must be temperature controlled.
S	TR Training Room	H	500	1	Seating for 20 at tables.
S	VR Viewing Room	H	70	1	With two - one-way glass windows and miniblinds for viewing into visitation rooms.
S	VR Visitation Room	H	180	2	
S	WR Waiting Room	H	360	1	Seating for 18. With transaction countertop and pass thru window to Receptionist. Waiting room will need direct access to client restrooms. Client and Staff restrooms will be separate and will not share the same plumbing wall.

Suggested Range:	Min.	Max.
Usable:	10,200	11,200
Rentable:	11,200	12,200

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## Department of Human Services SNA

10/30/2017

### Space Needs Analysis Report

SNA Number: 34501-83-01

Agency: DHS Sumner Co.

Description: Gallatin, TN

Prepared by: FMG

Checked by:

Personnel Total: 35 SNA Date: 10/30/201

Type	Standard	Description	Wall	Area	Count
P	00000	Client Rep	None	0	1
Free Address. Position will use free address area when in office.					
P	00000	Administrative Secretary	O	49	1
P	00000	Child Care Certificate	None	0	1
Free Address. Position will use free address area when in office.					
P	00000	Family Focus Counselor	O	49	1
P	00000	Maximus ECM	O	49	2
P	00000	Quality Assurance Rev	None	0	1
Free Address. Position will use free address area when in office.					
P	02942	Secretary	O	55	3
Serving clients in waiting room					
P	06115	Eligibility Clerk	O	55	1
Serving clients in waiting room.					
P	06116	Eligibility Assistant	O	49	2
P	79621	Eligibility Counselor	None	0	15
Free Address. Positions will use free address area when in office. Three of the positions will handle renewals.					
P	79631	APS Counselor	None	0	1
Free Address. Position will use free address area when in office.					
P	79636	Child Care Evaluator	None	0	3
Free Address. Positions will use free address area when in office.					
P	79681	Field Supervisor	O	49	2
P	79821	Field Management Dir.	H	120	1
S	BR	Break Room	H	210	1
With base and wall cabinets, countertop with sink.					
S	CA	Collaborative Area	O	85	1
S	CR	Conference Room	HA	295	1
Seating for 18.					
S	E	Enclave	H	120	2

Space Needs Analysis Report v1.0 (Archibus)

10/30/2017

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## SNA Dept. of Human Services Continued

S	FAH	Free Address Hoteling	O	49	10
S	FAH	Free Address Hoteling	O	30	2
S	FAO	Free Address Office	H	120	1
S	FSR	File Storage Room	HA	250	1
S	LCR	Large Conference Room	H	475	1
Seating for 35.					
S	MA	Mail Area	O	36	1
S	MFP	Multi-Function Printer	O	50	1
S	PL	Personel Lockers	O	64	1
Includes space for 4 - locker units. Each unit will contain 6 individual lockers. Centrally located where needed. Used by free address staff.					
S	PSB	Paper Shredder Bin	O	6	2
S	SS	Supplemental Space	O	32	1
Space for 4 - Lateral File Cabinets that will be located in wide hallways used by Free Address staff					
S	SSR	Supply Storage Room	H	100	1
S	TC	Telecom. Closet	H	80	1
For telephone and computer equipment. Room must be temperature controlled.					
S	WA	Waiting Area	HA	800	1
Seating area for 24 chairs. With 4 - transaction windows to Secretaries and Eligibility Clerk. Room must have direct access to client men and women restrooms. Also includes space for the following: A 80 sq.ft. Security check-in area and a 50 sq.ft. Public Computer Area;					

## Comment:

AWS project. Report completed per information supplied and approved by Claire Claytor.

Major Circulation: 30% 1,466

Total Area Needed: 4,885

GRAND TOTAL: 6,351

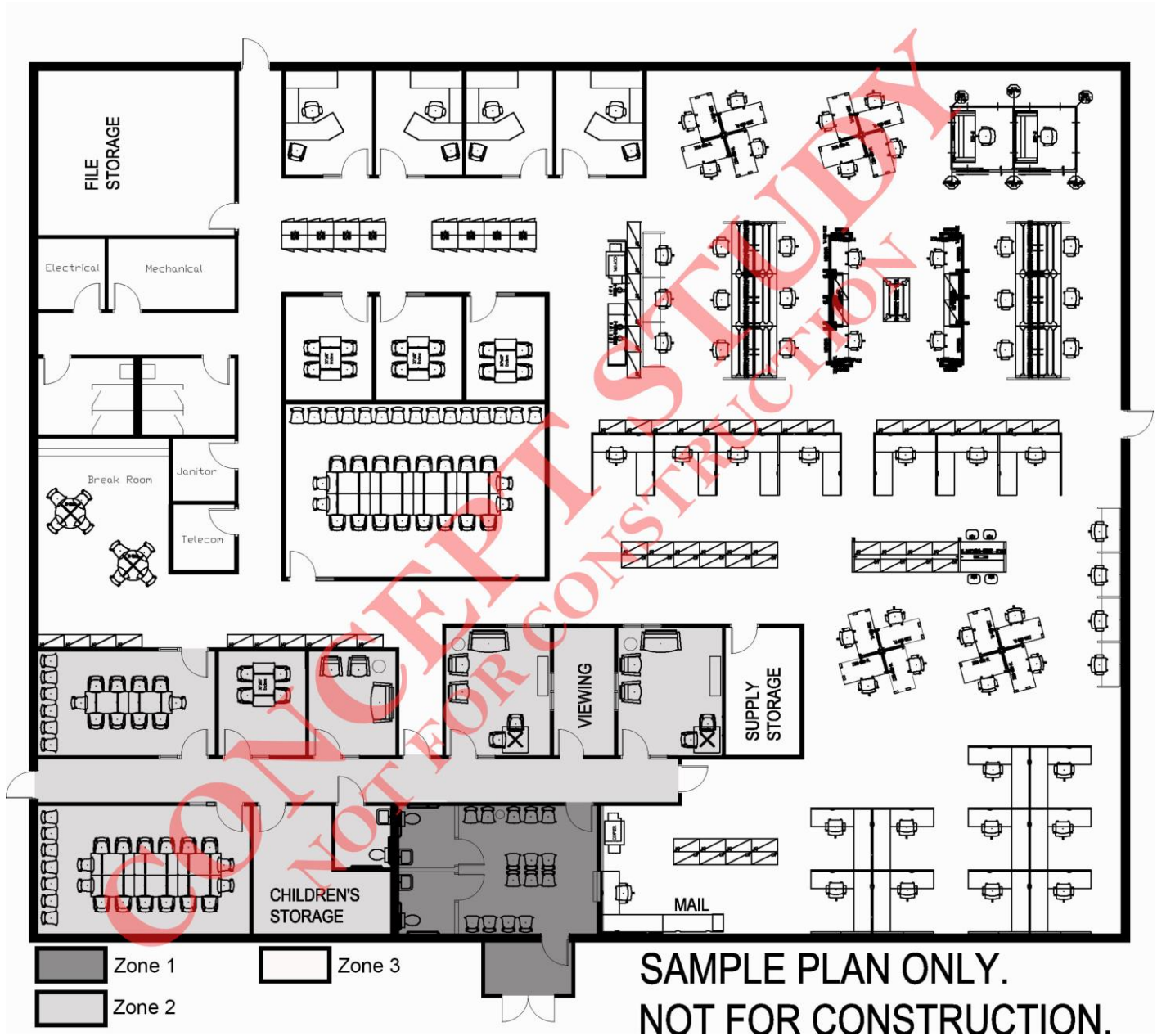
SNA Number: 34501-83-01

Suggested Range:	Min.	Max.
Usable:	6,400	7,100
Rentable:	7,100	7,800



## SCHEDULE 2: Concept Plans & Summary Sheets & Transaction Window

### DCS Concept Plan



## DCS Sumner County Summary Sheet

### Staff Counts – Total Staff 56

Front Desk Receptionist – 1

Team Coordinator – 1

Administrative Assistant / Secretary / Clerk – 3

Adoption Services – 1

Attorney – 1

Case Managers – 44

Facilitators Team – 1

Foster Parent Support – 2

Placement Specialist – 1

Program Coordinator – 1

### Zone One (Public Zone) – refer to sample plan for zone locations

Hard Wall Spaces \_\_\_\_\_

1. Waiting Room (xxxxsf) – seating for 18 people

2. Accessible Public Restrooms per code requirements (Client and Staff restrooms will be separate and will not share the same plumbing wall)

(Front Desk Receptionist Window opens to Zone One; secure access to other zones from here)

### Zone Two (Intermediate Zone) – refer to sample plan for zone locations

Hard Wall Spaces \_\_\_\_\_

1. Drug Testing Restroom (100sf) - 1

2. Visitation Rooms (180sf) – 2

3. Viewing Room (70sf) – 1 (with (2) one-way glass windows (at staggered locations at opposite walls) and light switch in room)

4. Multi-purpose Rooms (120sf) - 2

5. Conference Room (xxxxsf) (seating for 40 people – can be around perimeter of room) – 1

6. Conference Room (xxxxsf) (seating for 20 people - seats can be around perimeter of room) – 2

(Secure corridor required in this zone)

**Zone Three (Staff Zone) – refer to sample plan for zone locations****Hard Wall Spaces**\_\_\_\_\_

1. Free Address Office (120sf) - 1
2. Enclaves (120sf) – 2
3. Training Room (xxxxsf) (seating for 20 people) – 1
4. Children’s Storage Room (180sf) – 1
5. File Storage Room (900sf)
6. Break Room (xxxxsf) (sized for 41 people)– see lease agreement for additional requirements.
7. Supply Storage Room (120sf)
8. Telecom Room (80sf) (Room must be temperature controlled)
9. Accessible Staff Restrooms (Client and Staff restrooms will be separate and not share the same plumbing wall)

**Open Office (systems furniture)**\_\_\_\_\_

1. Assigned Workstation (49sf) – 5 (1 Glass Cubes; 4 Full Size Stations)

Front Desk Receptionist (1)

Admin Assistant / Secretary / Clerk (3)

Team Coordinator (1) – Glass Cube

2. Quiet Free Address Workstations - 15

Workstation (49sf\*) –3 Glass Cubes;

Workstation (25sf\*) – 8

Workstation (30sf\*) – 4

3. Collaborative Free Address Workstations - 14

Workstation (30sf\*) - 14

4. Collaborative Open Area (100sf\*) -1

5. Fax Machine Area (5sf) - 1

6. Mail Area (80sf) – 1

7. Print Area (50sf) – 2

8. Recycle Bin (6sf) – 2

9. Shredder Bin (6sf) - 2

10. Locker Units (xxxxsf) - 10

11. Lateral File Cabinets in Open Area (xxxxsf) - 46

\*See Workstation Legend below Workstation Legend

25sf Quiet Or Collaborative^

30sf Quiet Or Collaborative^

49sf Quiet Or Assigned

Collaborative Open Area

Pin Wheels, 24x60 Hoteling

30x72 Hoteling

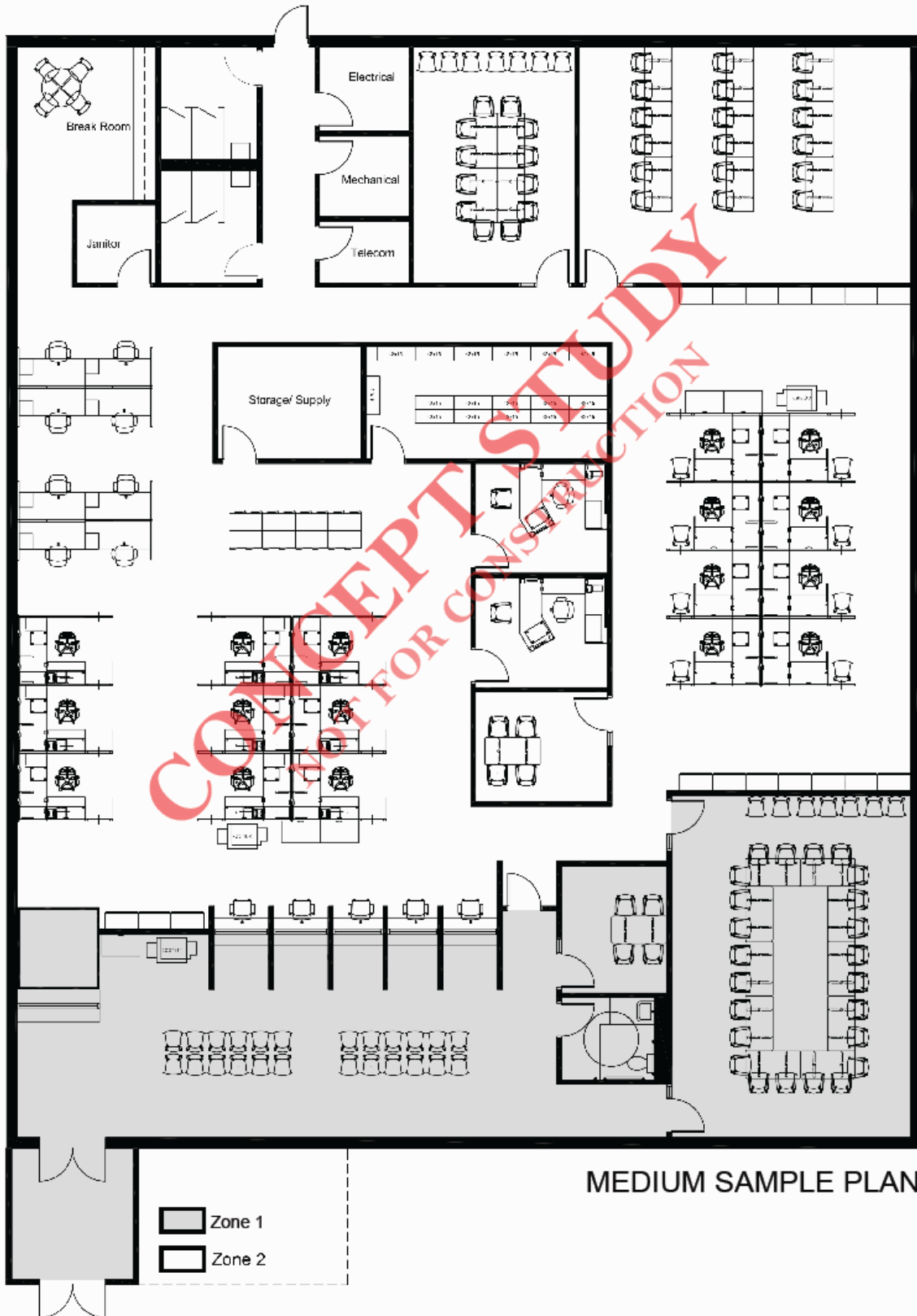
Full Size Stations, Glass Front cubicle

Enclave table with 4 chairs, Tablet arm lounge chairs, Worksurface on top of storage with 4 stools

**Additional DCS considerations that might affect buildout**

1. Receptionist desk shall be equipped with a door release button, so that the receptionist can admit persons who do not have a Department Identification, such as maintenance personnel or vendors.
2. Convex Mirror(s) in Waiting Room, *if needed*, for receptionist to view the whole Waiting Room—Agency expense.
3. All doors leading to the employee work area should be secured by card readers, always with an electric strike where possible. [Some storefront doors with narrow frames can only accommodate mag locks.]
4. Locks—
  - a. All lockable doors accessible by clients in the secure hallway should either be Non-Locking, or have “emergency lock-out” feature, which allows employees to gain access to a room where a client may have locked themselves in, either accidentally or intentionally.
  - b. Visitation/Viewing Complex—
    - i. No locks should be put on Visitation Room doors
    - ii. The Viewing Room should be *lockable from the inside* by the employee in case their safety is threatened. The lock should automatically release for egress from the inside with a turn of the handle
  - c. Enclaves & Multi-Purpose Rooms located in the secure hallway should have Non-Locking or Classroom hardware.
  - d. Restrooms, including the Drug Test Room should have locks with emergency lock-out feature.
  - e. Rooms which need to be secure, such as hardwall offices, file rooms, storage rooms, large meeting rooms, etc. should have Classroom hardware
5. Drug testing room needs a lockable wall- or base-mounted cabinet to securely store testing supplies. A locking three-drawer file cabinet may also be used.
6. Visitation Rooms should always have an adjacent Viewing Room with a Viewing Window. (The Viewing Window should have one-way film so that clients cannot see into the employee area, but case manager can view clients.) There should also be a separate switch for light in the Viewing Room so that it can be turned off.
7. Client Restrooms should be equipped with a Diaper-Changing Station, preferably wall-mounted. Lessor must include adequate bracing in the wall to support the weight of the unit & a child using the unit.

## DHS Concept Plan



## DHS Sumner County Summary Sheet

### Staff Counts – Total Staff 35

FMD1 – 1  
 Field Supervisor – 2  
 Eligibility Counselor (New Applicants) – 12  
 Eligibility Counselor (Renewals) – 3  
 Client Rep – 1  
 Eligibility Assistant – 2  
 Eligibility Clerk – 1  
 Administrative Secretary – 1  
 Secretary – 3  
 Child Care Certificate – 1  
 APS Counselor – 1  
 Quality Assurance Reviewer – 1  
 CC Licensing Evaluator – 3  
 Family Focus Counselor – 1  
 Maximus ECM – 2

### Zone One (Public Zone) – refer to sample plan for zone locations

#### Hard Wall Spaces \_\_\_\_\_

1. Waiting Room (500sf) – seating for 24 people
  - Security Check-In (80sf)
  - Public computer access (50sf)
  - Staff/Client Window Bays (55sf) – 4
  - Secretary (3)
  - Eligibility Clerk (1)
2. Accessible Public Restrooms – quantity determined by plumbing code requirements (Client and Staff restrooms will be separate and will not share a plumbing wall)
3. Conference Room (295sf) – seating for 18 people, do not have to be around table
  - (Access to conference room from both zones required – refer to sample plan)
4. Enclaves (120sf) – 1

(Access to conference room from both zones required – refer to sample plan)

(Secure access to Zone Two from here)

**Zone Two (Intermediate/Staff Zone) – refer to sample plan for zone locations****Hard Wall Spaces**\_\_\_\_\_

1. Assigned Office (120sf) – 1 FMD1
2. Free Address Office (120sf) – 1
3. Enclaves (120sf) – 1
4. Conference Room (475sf) seating for 35 people, do not have to be around table – 1
5. File Storage Room (250sf)
6. Break Room (210sf) –see leasing agreement for additional requirements – 1
7. Supply Storage Room (100sf)
8. Telecom Room (80sf) (room must be temperature controlled)
9. Accessible Staff Restrooms (Client and Staff restrooms will be separate and will not share a plumbing wall)

**Open Office (systems furniture)**\_\_\_\_\_

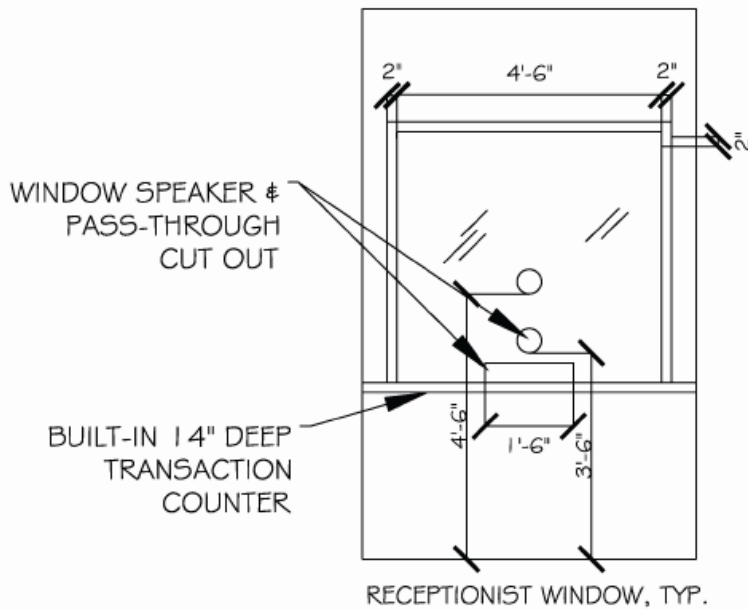
1. Assigned Workstation (49sf) - 8
  - Field Supervisors (2)
  - Eligibility Assistant (2)
  - Admin Secretary (1)
  - Family Focus Counselor (1)
  - Maximus ECM (2)
2. Quiet Free Address Workstations (49sf\* - see clients) – 10\*\*
3. Collaborative Free Address Workstations (30sf\*) – 2
4. Collaborative Open Area (85sf\*) - 1
5. Mail Area (36sf) – 1
6. Print Area (50sf) – 1
7. Locker Units (48sf) - 4
8. Lateral File Cabinets in Open Area (48sf) - 4

\*See Workstation Legend below

\*\* Workstations that see clients/may see clients should be grouped together and separated from the other workstations if possible (refer to sample plan) Workstation Legend

25sf Quiet Or Collaborative^	Pin Wheels, 24x60 Hoteling
30sf Quiet Or Collaborative^	30x72 Hoteling
49sf Quiet Or Assigned	Full Size Stations, Glass Front cubicle
Collaborative Open Area	Enclave table with 4 chairs, Tablet arm lounge chairs, Worksurface on top of storage with 4 stools

## SCHEDULE 2 continued: DCS and DHS Transaction Window



DETAIL: RECEPTIONIST WINDOW, TYP.

SCALE: 1/2" = 1'-0"

DCS AND DHS TRANSACTION WINDOW

### DCS AND DHS TRANSACTION WINDOW

**NOT FOR CONSTRUCTION**  
 \*\*NOTE: This space plan, including furniture layout, has been developed based on programming information and input from the State of Tennessee and is considered to be the design intent. The Architect of Record will utilize this information to develop complete construction documents, in compliance with applicable codes and regulations.

STATE OF TENNESSEE  
 DEPT. OF GENERAL SERVICES  
 STREAM  
 WRS Tennessee Tower, 24th  
 312 Ross L. Parks Ave  
 Nashville, Tennessee 37243



## **SCHEDULE 3: (taken from Lease Exhibit D) State General Specifications & Interior Buildout Specifications**

### **GENERAL SPECIFICATIONS**

#### **1. General**

- a. The Leased Premises, including all common areas and points of ingress and egress, shall be designed and maintained to meet all applicable code requirements for commercial office building construction, including the requirements of the Americans with Disabilities Act.
- b. The Leased Premises shall have a current occupancy permit issued by the local jurisdiction at the time of Tenant's occupancy.

#### **2. Site**

- a. The site shall be fully graded, landscaped and maintained in a manner commensurate with market for comparable properties of the same property type and class as the Leased Premises.

#### **3. Structure**

- a. Space above ceilings must allow sufficient clearance for ease of installation of Tenant's mechanical and electrical equipment, including but not limited to distribution ductwork, HVAC boxes, lighting and conduit.
- b. The building foundation and below-grade spaces shall be protected with a properly installed foundation drainage and waterproofing system.

#### **4. Building Skin and Roof**

- a. The building skin and roof will be complete and weather-tight including all exterior finish materials, cladding, sealants, glass and glazing including vision and spandrel glass, store front glass, exterior doors and hardware, membrane or built-up roofing, ballast, flashing, and other elements required to make the building weather-tight.

#### **5. Building Common Areas**

- a. The building entrance lobby, common corridors, restrooms, mechanical spaces, loading dock, trash removal spaces, and other common areas will be substantially complete.
- b. Restrooms shall be complete with all fixtures, partitions, accessories, lavatories, lavatory tops, and mirrors. Fixtures, partitions, and accessories shall be institution grade or better, and shall be water saving type, as appropriate. The finishes in restrooms shall be commensurate with market for comparable properties of the same property type and class as the Leased Premises.

#### **6. Common Walls**

- a. Common walls shall include slab-to-slab gypsum wallboard on the public side of all demising walls, corridors, stairwells, and other walls not interior to the Tenant space. All common walls shall be taped, blocked, finished and sanded. Landlord will install sound attenuation insulation on Tenant side of Common Walls and demising walls prior to Tenant finishes being installed.
- b. Common walls shall include entry and exit doors from common areas furnished and installed by Landlord. Doors and hardware shall be building standard or better.

#### **7. Electrical**

- a. Landlord shall provide a minimum of 7 watts per square foot for lighting and power.
- b. Landlord shall install all main switchboards, panel boards, distribution boards, transformer, bus duct, feeders and other equipment to completely distribute power to electrical closets on each floor in the Leased Premises. Landlord shall locate an electrical service panel in the electrical closet in the Common Area on the same floor as the Leased Premises. Installation of electrical service up to and including the Tenant's service panel(s) shall be a base building cost.
- c. Landlord shall install all wiring, branch circuiting, conduit and devices for the complete electrical system to all public and common areas. Landlord shall provide at Landlord's expense all power wiring and connection for all mechanical equipment furnished as part of base building. Landlord shall provide at Landlord's expense all power wiring to life safety and fire protection systems.

#### **8. Communications**

- a. Landlord shall bring BUSINESS data/telephone service, as provided by the local data/telephone operating company, to the building Main Telephone Room.

## **9. Lighting**

- a. Landlord shall furnish and install lights in all common areas.
- b. Building lighting levels must meet a minimum of 30 foot-candles at the desk and 20 foot-candles in corridors providing ingress and egress to the Leased Premises. Base building shall include a lighting level of at least 10 foot-candles or minimum levels to insure safety in other interior areas as set by the current version of the Illuminating Engineering Society of North America (IESNA). All lighting fixtures should be cleaned at commencement and bulbs and ballasts in working order.

## **10. Plumbing**

- a. Plumbing tie-ins shall be provided for State's use for break room or other functions required by the Permitted Use.

## **11. HVAC**

- a. Building common areas shall include heating, ventilation, and air conditioning systems in accordance compliance with current ASHRAE standards.
- b. All HVAC for the Leased Premises shall be installed with complete distribution to ceiling mounted diffusers and perimeter slot diffusers for exterior zones and distribution to VAV boxes for interior zones.

## **12. Building Directory**

- a. If the Building has multiple tenants, Landlord shall provide a directory in the lobby of the Building.
- b. Landlord shall add Tenant's name to directory, and shall provide Tenant suite signage (suite entry door plaque or hall plaque, matching building graphics standards).

## **13. Keys**

- a. Landlord shall supply Tenant with five (5) sets of keys at no cost. Additional keys shall be provided at Tenant's request at a reasonable cost. Keys should allow access to the Leased Premises, parking areas and other common areas of the Property.

## **14. Access Control**

- a. Landlord shall provide new locks on all exterior doors and doors into common areas.
- b. Tenant may install card access to the Leased Premises at suite entry locations, fire stairs with access into the Leased Premises and interior doors within the Leased Premises compatible with the base building security system. Landlord to provide required infrastructure (ie electricity for system).
- c. Tenant may install keypad, pursuant to Tenant requirements, to the Leased Premises at approved entry and exit of Leased Premises. Landlord to provide required infrastructure (ie electricity for system). Landlord is required to purchase keypad system, but provide backup invoices for Tenant reimbursement.
- d. Tenant may install cameras or other security-related systems, pursuant to Tenant requirements, for the Leased Premises. Landlord to provide required infrastructure (ie electricity for system).
- e. Provide heavy-duty cylindrical hardware within suite and heavy duty mortised lockset at suite entry doors.
- f. Provide locksets on the following doors: offices, enclaves, communication rooms, utility rooms, storage/file rooms, network rooms.

## **INTERIOR BUILDOUT SPECIFICATIONS**

### **1. Ceiling**

- a. Existing ceiling tile and grid shall remain if these materials meet the Minimum Qualification Specification (Section e below) and are in good and attractive condition. Patch and repair grid as needed to accommodate demolition of walls. Replace any damaged or discolored tiles to match existing.
- b. Existing lighting shall be cleaned and re-lamped after construction. All lamps shall be the same color temperature. Coordinate the appropriate lamp color with the State.
- c. Provide 15'-20' whip at all above-ceiling junction boxes for power pole connections.
- d. Minimum ceiling heights shall be a minimum of 8 feet and be proportionate to the open area floor plate size.
- e. Acoustical Panel Ceiling Minimum Qualification Specifications:
- f. General Ceiling
  - i. Acoustical Panel Standard: Comply with ASTM E 1264.

- ii. Metal Suspension System Standard: Comply with ASTM C 635.
- iii. Attachment Devices: Size for five times the design load indicated in ASTM C 635, Table 1, "Direct Hung," Comply with seismic design requirements.
- g. Acoustical Panels
  - i. Color: White.
  - ii. LR: Minimum of 0.83.
  - iii. NRC: Minimum of 0.60, Type E-400 mounting according to ASTM E 795.
  - iv. CAC: Minimum of 33.
  - v. Modular Size: 24 by 24 inches (610 by 610 mm) or 24 by 48 inches (610 by 1220 mm).

## **2. Electrical and Communication**

- a. Provide and install conduit, conductors, pull wires, boxes, cover plates, devices, etc., for all outlets as required by the Build Out Plans. All devices shall be a consistent color.
- b. Contractor shall be responsible for all coordination and final electrical connections for furniture (systems furniture, conference/training tables, etc.). Coordinate with State for specifics on wiring configurations. For general planning purposes, provide 1 circuit per every 2 standard workstations as required by the Build Out Plans.
- c. Provide 1 voice/data per standard workstation as required by the Build Out Plans.
- d. Provide 2 duplex power outlets and 1 voice/data per standard office as required by the Build Out Plans.
- e. Provide 2 duplex power outlets and 1 voice/data per enclave as required by the Build Out Plans.
- f. At minimum, all enclosed rooms (such as storage and file rooms) to have (2) convenience duplex power outlets as required by the Build Out Plans.
- g. Lighting and controls shall be properly zoned. Separate light switches for hardwall spaces shall be provided as required by the Build Out Plans.

## **3. Partitions**

- a. All existing perimeter sill walls and core walls throughout space shall be freshly painted in an eggshell or satin paint finish.
- b. All new partitions to be 5/8" drywall and 3 5/8" metal studs with sound attenuation blankets inside the partition. Additional sound blankets to be provided above partitions on ceiling tile, 2'-0" on either side of all new or existing partitions not extending to the deck.
- c. Partitions around all new conference rooms, training rooms, break rooms, meeting rooms, and restrooms, shall extend to the deck. Sound attenuation blankets shall be provided inside the partition, seal all penetrations within partitions including power/data boxes and at the connection of the partition to the deck.
- d. Connections from partition to mullion will require an acoustically sealed connection.
- e. Finish partitions completely to floor.

**4. Glazing**

- a. All office, enclave, break room, and conference room front walls shall have a 3'-0" wide sidelite with ¼" clear tempered glass in 2" welded hollow metal frame with a solid core door (match building standard), and etched film on 3'-0" w full height sidelights. Framing for glass sidelights and windows shall be integral with doorframes and not separated by drywall.

**5. Doors and Frames**

- a. Interior doors shall match building standard height and finish; at a minimum, all doors shall be solid core, 7'-0" in height.
- b. Interior doorframes shall be 2" welded hollow metal steel, painted.
- c. All hardware shall match existing building standard finish. At a minimum, all hardware shall be lever handle. All doors shall include the following: doorstops, silencers, lever hardware, mortised ball bearing hinges. All office doors shall include a coat hook. In addition, pairs of doors shall include the following as determined by function: dummy trim, closer coordinators, flush bolts, dust proof strikes, ball catch (as required).
- d. All main entrance public access doors shall be metal frame glass storefront entrance type with double-pane glass. Exterior exit doors shall be metal framed with insulated flush type metal door. All exterior doors must be equipped with commercial grade closers and hardware.

**6. Window Treatments**

- a. All exterior windows shall be equipped with inside mount aluminum horizontal mini-blinds of color and quality acceptable to the State. State may determine that repair or replacement, in part or entirety, of existing blinds is acceptable.

**7. Finishes**

- a. Doors, frames, hardware, ceiling tile and grid and lights shall be reused if approved by the State.
- b. Carpet shall be modular tiles laid with low VOC adhesives. Carpet shall generally be laid in a monolithic, ashlar or brick laid pattern. Carpet shall not be laid in a quarter turn pattern unless noted specifically. If not replaced, existing floors must be cleaned as appropriate prior to Commencement.
- c. Carpet must meet the following minimum qualification specifications:
  - i. Products: All manufacturers to provide modular tile products as specified below and in addition to meeting the minimum requirements.
  - ii. Commercial Face Fibers: High performance premium branded Nylon required to be third party certified post-consumer recyclable and defined as a commercial grade nylon fiber from a carpet or fiber manufacturer nationally recognized by the flooring industry; the nylon fiber shall have a documented five (5) year minimum successful testing period; Note: OLEFIN FIBER IS NOT ACCEPTABLE.
  - iii. Pile Characteristic: Level-loop, Cut-and-loop pile, Shear-and-loop pile.
  - iv. Density: Minimum rating of 5,000 or higher.
  - v. Stitches: Minimum of 9 stitches per inch.
  - vi. Gage: 1/12 inch minimum.
  - vii. Surface Pile Weight: Minimum 20 oz. per square yard.
  - viii. Dye System: Minimum of 50% solution dyed or yarn dyed (Type 6, Type 6,6 or proven equal).
  - ix. Backing System: Provide applicable backing system based on carpet type/brand selected.
  - x. Size: 24 by 24 inches (610 by 610 mm) or larger.
  - xi. Applied Soil-Resistance Treatment: Duratech, Protech, or equal (specify with proposal).
  - xii. Antimicrobial Treatment: Manufacturer's standard material according to AATCC174.
- d. Provide 4" coved rubber base in areas specified to receive new flooring. All base shall be continuous roll base (not 4' segments).
- e. All walls to have one prime coat and 2 finish coats of eggshell or satin finish. Door and window frames shall have semi-gloss finish. Drywall ceilings shall have flat finish. State may determine that only touch up is required. New paint may be required for short-term leases.
- f. Where identified as laminate finish on casework, use color core laminates for exposed surfaces for doors, drawers, counter tops and splashes. The underside of all vertical laminate panels in wet areas shall receive a laminate or pvc edge to prevent water from wicking up through laminate panel substrates. Counters and splashes shall be thoroughly caulked to walls and countertops using clear silicone caulk.

**8. Break Rooms**

- a. Finishes: VCT floor tile in a floor pattern using 3 different colors, plastic laminate base and wall cabinets. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Provide double bowl, under mount stainless steel sink with hot/cold water.
- c. Provide dedicated outlets for refrigerators, microwaves, and (2) coffee makers. Provide (3) standard wall duplex outlets at 42" AFF in kitchen area. Provide (2) additional wall outlets at other walls for convenience purposes.

**9. Copy Rooms / Areas**

- a. Finishes: VCT flooring, plastic laminate base and wall cabinets, plastic laminate countertop. Cabinetry shall be sufficient to meet the needs of the Tenant at its sole discretion. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Provide (2) wall duplex outlets (one circuit) and (2) voice/data outlets at 42" AFF in work area.

**10. Telecom Rooms**

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Walls shall extend to deck; no lay-in ceiling.
- c. A minimum of a half-ton (5,000 BTU's) of cooling for coverage of equipment is required. Stand-alone mechanical unit is preferred. If stand-alone is not possible, then the space should be removed from the EMS and have VAV-type controls.
- d. Provide at least a 3" conduit from the interior telecom room or non-common space to an exterior right of way or utility easement for new service provider connection. Coordinate with service provider.
- e. Each telecom room should be a minimum of 8' x 10' in size, with one room per 15,000 square feet of usable space. Telecom rooms shall align vertically if in a multiple-floor facility.
- f. Doors to telecom rooms shall open out into the corridor, if possible. If this is not possible, then locate the door in an area with minimal clearance impact.
- g. Provide at least (2) dedicated quad outlets, 110 volt, 20 amp circuits, in addition to the normal service outlets.
- h. The State cabling contractor, at State's expense, shall install a grounding bus bar and place correctly-sized conductor back to the main panel for facility personnel to connect.
- i. Telecom rooms do not include space for building/energy automation/management, life safety controls, or security, audio, or CC/CATV systems.

**11. Conference Rooms**

- a. All conference rooms that seat (8) people or more shall have (2) power and voice/data outlets. Larger Conference rooms of greater than (18) people shall have (4) power and (2) voice/data outlets.
- b. Lighting switching shall provide flexibility for a variety of scene configurations for different presentations and meetings. Fixtures shall provide both ambient lighting to the table as well as accent wall wash lighting at the perimeter of the room.
- c. Coordinate placement of switches, AV screens, furniture, & doors so as to avoid conflicts when components are in use.

**12. Restrooms**

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. All restrooms shall be equipped with liquid soap dispensers and mirrors, and either paper towel dispensers or hand blow dryers.
- c. Provide a floor drain in each restroom.

**13. Janitor Closet**

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Provide storage for equipment, materials, and supplies, in a minimum 25 sf room.
- c. Provide service sink with hot and cold water and a floor drain.

**14. Building Interior**

- a. Provide (accessible) chilled drinking fountains as per code requirements. If it is deemed necessary to replace existing or incorporate additional drinking fountains, equipment shall be able to accommodate a water bottle refill component.
- b. Provide evacuation maps and other interior signage as required and requested by the State. Coordinate locations with the State. May be required for short-term leases.

**15. Building Exterior**

- a. Provide exterior canopies at all building entrances and exits, as well as a vestibule/airlock at all public entrances.
- b. Provide exterior signage and dumpster access. May be required for short-term leases.
- c. Hard-surface exterior walkways shall be provided to connect all Building entrances and exits to on-site parking lots or other hard-surfaced areas